

# **Inwido Ethical Guidelines**

## *1. Introduction*

Inwido is a leading supplier of innovative environmentally-friendly, wood-based window and door solutions. Inwido's headquarters are located in Malmö, Sweden.

The reputation of Inwido and the trust and confidence of our customers, partners, employees and other stakeholders is of vital importance to Inwido. Consequently, it is decisive for the continued success of our business that the organization and its employees, acts financially, socially and ethically in a conscious and responsible way.

These guidelines are applicable to members of the Board as well as all employees of Inwido. Board members and employees are expected to be aware of, and to conduct their activities in accordance with these guidelines and are encouraged to report incidents of non-compliance. Any incident, or suspected incident, of non-compliance may be reported to either the local manager or, if preferred, to the CEO or CFO of the Inwido Group. Any report of an incident of non-compliance may also be made anonymously via the email address: info@inwido.com.

Inwido will continuously strive towards working with business partners who have a high ethical standard and who act in the spirit of the ethical guidelines set out below.

## *2. Legal compliance*

All employees and board members shall in all their business activities endeavour to comply with all applicable laws, rules, regulations, guidelines and policies. It is the responsibility of each employee to seek appropriate advice on relevant legal requirements and other legal issues.

## *3. Human rights*

Inwido expresses support and respect for fundamental human rights and recognizes our responsibility to honour those rights when we conduct our business. Inwido will endeavour to ensure that we do not violate the Universal Declaration of Human Rights adopted by the General Assembly of the United Nations and we must always consider health, safety and the environment in order to contribute to a sustainable development.

## *4. Business ethics*

All business of Inwido shall be characterized by professionalism and a high ethical standard. Inwido requires honesty and integrity in all its business and expects the same from all its business associates.

Inwido does not accept offering or giving money or anything else of value either as an inducement to make, or as a reward for making, any decision favourable to the interest of Inwido. We must not accept gifts or hospitality that may compromise our independence or judgement regarding a third party. This includes hospitality or entertainment with a value that exceeds locally established limits, that is not customary or that is otherwise likely to be seen as inappropriate. Corruption, bribery and unfair anti-competitive actions shall be avoided at all times. Business decisions must always be based on the best interest of the company and not on personal considerations or relationships. A breach of Inwido's business ethics will most likely result in a termination of employment.

## *5. Work ethics*

The relationship with our employees is built on mutual respect and dignity. We strongly believe in the connection between the competence of our employees and the result we achieve. To attract skilled people we have to be an attractive employer that offers good working conditions, fair wages and appropriate training. Below follow some key areas of responsibility towards employees:

- All employees will be treated equally, fairly and with respect and no employee will be discriminated against because of, for example, ethnic origin, gender, sexual orientation, marital status, pregnancy, parental status, religion, political opinion, nationality, disability, age or union membership. Inwido also strives towards diversity when recruiting new employees.

- Inwido promotes a productive environment and does not tolerate any form of harassment or violence at the workplace.
- Inwido will not use forced or any form of involuntary labour or employ any person below the age of 15 or below the legal minimum age if higher than 15.
- Inwido endeavours to continuously develop the professional skills and competence of the individual employee in order for the employee to achieve job enrichment and promotion possibilities.
- Inwido respects the right of all employees to form and join a trade union at their own choice and to participate in collective bargaining.
- Inwido recognises the importance of providing a safe and healthy working environment and taking necessary reasonable steps to prevent accidents.
- Inwido recognises the importance of a continuous social dialogue in the context of its overall corporate responsibility.
- Inwido recognises the importance of fair wages. Inwido's strategy is to raise wages to a level that meets or exceeds a "living wage" and wages and benefits shall at least equal the legal or industry minimum standards.
- Inwido shall comply with applicable working time regulations reflected in national legislation or industry standards.

#### *6. Environment*

Environmental issues are an integrated part of Inwido's business operations and overall sustainability shall continuously be the guiding principle in all processes throughout the entire life cycle of our products and services. Inwido will work actively with environmental issues and consistently endeavour to reduce the use of substances that may be harmful to the environment and strive towards a minimum environmental impact. Inwido will also strive to continuously improve the use of chemical substances and other resources effectively so that the company's impact on the environment is minimized in this respect as well.

#### *7. Communication*

Inwido will strive to maintain an open communication with those that are affected by our operations, whether they are employees, customers, suppliers, investors or the public and their representatives. Transparency and openness will be encouraged, provided that business secrets that might damage the competitiveness of Inwido and/or relations with customers and partners are not revealed. We will always strive to respond in a timely manner to inquiries.

#### *8. Implementation*

These guidelines set out the main principles of corporate responsibility, but do not aim to address all possible dilemmas that may arise. It is the responsibility of each Inwido employee to observe and promote these guidelines. Special responsibility rests with all managers to enable their teams to understand the requirements of these guidelines. The Board of Directors has the ultimate responsibility and shall regularly follow up these guidelines and their implementation. Inwido insists that these guidelines are respected and applied by all those with whom Inwido does business.